

## **Boat Record Request Instructions**

### **PLEASE READ THIS BEFORE SUBMITTING A REQUEST**

The Vehicle and Vessel Records Disclosure Office provides copies of existing documents and records, but not copies of current titles or registration certificates. We do not conduct licensing or titling services. Personal information of registered and legal owners is protected and is not subject to disclosure under the Public Records Act, RCW 42.56. All requests must be submitted using the Vehicle Record Request or Vessel Record Request forms. Records are not provided in response to telephone calls to the Department of Licensing (DOL). Incomplete and unsigned forms may be returned unprocessed.

Please use one request form and additional paper for listing multiple vehicles, vessels, or other necessary information.

#### **NOTE**

If you have an IVIPS on-line account, do not use this form. Go to [IVIPS](#) directly.

#### **DO NOT submit this form if you...**

- Need title or license assistance (to obtain a title or replace a lost title, registration, tabs or plates, letters related to titling matters, etc.);
  - Visit the DOL website ([dol.wa.gov](http://dol.wa.gov)), contact your county auditor or a vehicle licensing office, write to DOL customer service ([titles@dol.wa.gov](mailto:titles@dol.wa.gov)), or call 360-902-3770, Option #5.
  - For driver's license matters, visit the DOL drivers website ([dol.wa.gov](http://dol.wa.gov)), or call 360-902-3900.
- Seek records older than 6 years from the present date;
  - Records are purged at 6 years, then no longer exist in any format.
  - DOL does not have records of maintenance or insurance.
- Seek information about abandoned or unauthorized vehicles or vessels;
  - You cannot sell or assume ownership of vehicles or vessels (including mobile homes), found or abandoned on your property or elsewhere, and DOL will not provide owner information about them to you. Call a registered tow truck company for removal.
- Seek records for vehicles or vessels that you do not own or have never owned. Information will not be provided to individuals seeking personal information from records concerning vehicle collisions, suspicious vehicles, driving behavior or complaints, pre-purchase research, etc. Please consult an attorney, contact your insurance company, or use the service of a vehicle history reporting company.

Disclosure may be permitted under certain circumstances defined in these laws:

- The Federal Driver Privacy Protection Act of 1994 – 18USC2721-2725
- Washington laws RCW 46.12.635, 46.12.640, WAC 308-10-075 and WAC 308-93-087

For business customers, DOL offers direct record access via the internet, or monthly invoicing accounts to customers with frequent requests who do not use the internet for record access. Contact [IVIPS@dol.wa.gov](mailto:IVIPS@dol.wa.gov) for more information.

## Boat Record Request

Use this form to request copies of records for boats you own or owned, or if you represent a government agency or a business.

**If you represent a business:**

- Complete, sign, and submit **page 1 and 2** of this form.
- Attach a copy of your **business license and any other required documents** to your request.

**If you are a government agency:**

- Complete, sign, and submit **page 1 only** of this form.

**If you are an individual:**

- Complete, sign, and submit **page 1 only** of this form.
- Attach a bill of sale or other evidence of ownership if you acquired the boat from a previous owner (if available).

**NOTE:** We do not provide owner information for abandoned, adrift, or found boats. For assistance with titles or licenses, contact your local county auditor or vehicle licensing office. If you have any questions, email [titles@dol.wa.gov](mailto:titles@dol.wa.gov) or call us at 360-902-3770, Option #5.

**Allow 10 days for processing. Provide your email address and the records can be sent sooner.**

<b>Email</b> (quickest) <a href="mailto:recordrequests@dol.wa.gov">recordrequests@dol.wa.gov</a> Print and scan or upgrade to <b>Adobe Reader</b> XI or above)	<b>Mail</b> Vehicle/Vessel Records Disclosure Unit Department of Licensing PO Box 2957 Olympia, WA 98507	<b>Fax</b> 360-570-7088
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### Your information

<b>PRINT or TYPE</b> Your name		Business or Agency/Jurisdiction name, if applicable	
Mailing address			
City		State	ZIP code
(Area code) Telephone number	(Area code) Fax number	Email	Return records to me by ( <i>choose one</i> ) <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. mail

### Boat record requested (records older than six years are purged and no longer exist)

Year	Make	Model	Registration number	Hull identification number (HIN)
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**Answer the following if you don't have a bill of sale or other evidence of ownership**

1. Is it in your possession? ..... ☐ Yes ☐ No  
 If "yes", how did you obtain it? \_\_\_\_\_

2. What type of information or specific vessel record(s) are you requesting?  
☐ Seller's report of sale ☐ Title history ☐ Current owner ☐ Owner on this date \_\_\_\_\_  
☐ Other (describe) \_\_\_\_\_

3. How will you use the record(s)? \_\_\_\_\_

### Certification – Individual/Government agency

*By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

_____ Date and place (county) signed	<b>X</b> _____ Signature of Individual or Government Agency Representative
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RCW 46.56 and WAC 308-93-087

**Boat record requested** (continued)

Answer the following if you are a business/organization

1. Will you contact the boat owner? (Unsolicited business contact for commercial purposes is strictly prohibited) . . . . . ☐ Yes ☐ No

If "yes", how is contact made? Describe and provide an example.

2. Will you redisclose or sell the information to anyone else? . . . . . ☐ Yes ☐ No

If "yes", answer the following:

- a. Which will you do? . . . . . ☐ Sell ☐ Provide to others

- b. To whom will you provide the information and why? Be specific, list all recipients.

- c. Will you provide the record(s) to an attorney or private investigator? . . . . . ☐ Yes ☐ No

**Certification – Business/Organization**

Depending on your type of business/organization, submit the following documentation with your request

- ☐ **Washington State business** – **Attach a legible copy of your current business license.**

- ☐ **Business outside Washington State** – Attach a legible copy of one of the following:

- Your current business license.
- A letter signed by the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN).

- ☐ **Non-profit organization or corporation** – Attach a legible copy of one of the following:

- Your Articles of Incorporation, filed with the Secretary of State.
- Your Tax Exempt Status, (501)(c)(3), from the Internal Revenue Service.

- ☐ **Exporter/shipping agent** – Attach legible copies of:

- Your current business license.
- A bill of sale.
- Power of Attorney, if you are acting on behalf of another.

- ☐ **Attorney\*** – Attach a legible copy of your current bar card.

- ☐ **Private investigator\*** – Attach a legible copy of your current private investigator license.

**\*NOTE:** Whenever the name or address of an individual boat owner is provided to an attorney or private investigator, we will notify the boat owner that the information has been provided.

*By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
PRINT name

**X**

\_\_\_\_\_  
Date and place (county) signed

\_\_\_\_\_  
Signature of Business/Organization Representative